



REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Children and Family Services (“DHHS”) Protection and Safety, is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to an eligible and qualified entity to provide a low-income transitional living program for former foster care youth and young adults. A more detailed description may be found in **Project Description, Section 2**.

RFA #	RELEASE DATE
5553	January 30, 2023
APPLICATION DUE DATE	POINT OF CONTACT
MARCH 14, 2023	DHHS.Grants@nebraska.gov

INITIAL PERIOD OF PERFORMANCE	TOTAL FUNDING AVAILABLE
MAY 1, 2023 – JUNE 30, 2023	\$1,000,000.00

The resulting subaward from this RFA is subject to and shall follow federal regulation, as set forth herein. Subrecipients receiving subawards may only be paid up to the actual and allowable costs (as defined herein) of completing the **Project Description, Section 2**. No Subawards resulting from this RFA will be fee-for-service contracts, regardless of the method of payment, and no Subrecipient may keep a profit from its subaward. More detail about the terms of this funding is set forth in **Terms, Section 5**, below.

A copy of this RFA may be found online at DHHS’ website at <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>. Until final Subawards are signed, all other information pertinent to this RFA, including but not limited to any amendments or addenda, will be posted on the DHHS website.

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1. RFA OVERVIEW

1.1. Funding Information

Federal Agency Name	Assistance Listing Program Name	Assistance Listing Number
Department of the Treasury	Coronavirus State and Local Fiscal Recovery Funds	21.027

Funding for this RFA originates from allocations to the State of Nebraska from the federal Coronavirus State Fiscal Recovery Fund pursuant to the federal American Rescue Plan Act of 2021, 42 U.S.C. 802, as amended. Funding is appropriated through Legislative Bill 1014, approved by the Governor April 13, 2022.

The total anticipated available funds for Subaward under this RFA is \$1,000,000 [One Million 00/100 dollars]. A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS' discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the **Applications Instructions, Section 4.4**, below. The total funds may be split among multiple Subrecipients at the discretion of DHHS.

1.2. Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out the work authorized under this RFA and the resulting Subaward. See the definitions in 2 CFR § 200.1 or 45 CFR § 75.2. The Initial Period of Performance for this RFA is from May 1, 2023 to June 30, 2023. This period may be extended by DHHS as allowable by the Federal Funding Agency. If state funds are involved in the award, this may also determine whether DHHS may extend a Period of Performance.

For the initial Period of Performance, all costs must be liquidated (i.e., spent) by June 30, 2023 and invoiced to DHHS by August 15, 2023. These dates are dependent on federal periods of allowability and DHHS' own ability to timely process payments. They may be subject to change; final dates will be included in the final Subaward between the parties. If an Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended as allowed by the Federal Funding Agency, but no extensions are guaranteed. Future Periods of Performance, as allowed by DHHS, may have different obligation and liquidation deadlines.

1.3. Applicable Law

Because the funds to support the activities under this RFA involve federal funds, usage of these funds is subject to federal law, in addition to any applicable state law. The Uniform Grant Guidance, [2 CFR §§ 200 et seq.](#) ("UGG") applies to subawards funded from the United States Department of Agriculture (USDA), the Department of Housing and Urban Development (HUD), the Department of Labor (DOL), the Environmental Protection Agency (EPA) or other federal agencies. The United States Department of Health and Human Services (HHS) has adopted the UGG, but has implemented and re-codified it at [45 CFR §§ 75 et seq.](#) ("HHS GG"); for awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHS GG will be cited, although they are substantially similar.

The HHS GG shall apply to this RFA if it awards funds from block grants authorized by the Omnibus Budget Reconciliation Act of 1981, unless Nebraska statute or regulation has established provisions for the payment costs and services; in all other respects, as provided herein, those block grant subawards are governed by [45 CFR §§ 96 et seq.](#)

Additional federal and state statutes and regulations may apply to the funding contained herein. These may be included in **Additional Program Requirements, Section 5.7**, below, as well as in the Subaward itself.

Further information about allowable costs and activities may be set forth herein.

1.4. Award of Funding

DHHS will evaluate Applications in the manner set forth herein. An Intent to Subaward will be posted on the DHHS Website with selected Applicants. Funds will be awarded through a written agreement, termed a Subaward, which will incorporate this RFA by reference. No promise for funds is binding on DHHS, and no funds will be paid to any Applicant until a Subaward has been executed by both the Applicant and DHHS. No additional funding will be available through the provision of the award. A renewal period may be available to ensure the complete funds are spent in accordance with the program's work plan and budget description.

In the Evaluation of Applications, DHHS shall not discriminate for or against an organization on the basis of the organization's religious character or affiliation, as consistent with 45 CFR §§ 87 et seq.

2. PROJECT DESCRIPTION

The Division of Children and Family Services (DCFS) through the Department of Health and Human Services (DHHS) is publishing a request for Applications to seek Transitional Living Providers. DCFS is seeking applicants who can provide low-income housing on a campus setting to former foster youth or young adults between the ages of 18-24.

2.1. Background and Purpose

The Department of Health and Human Services, Division of Children and Family Services (DCFS), is publishing an RFA to seek eligible entities who meet the qualifications who can provide transitional living services to former foster youth.

Maximum Award: \$1,000,000

To be eligible to receive a subaward from DHHS, Division of Children and Family Services, an entity shall be:

1. A local public agency, or a nonprofit private organization (including faith-based and charitable organizations, community-based organizations, and voluntary associations), that assists youth and young adults between the ages of 18-24 with transitional living and has a documented history of effective work providing housing and planning with youth or young adults perusing education completion or employment.
2. The Transitional Living Site must be in a campus setting. For the purpose of this RFA, the term "Campus" means: Grounds which resembles a Campus.
3. Have the ability to provide low-income housing units that are safe, sanitary, and well-maintained that meet health and fire inspections. For the purpose of this RFA, the definition of low income means: Income at or below 185 percent of the Federal Poverty Guidelines (FPG) for the size of its household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or income at or below 40 percent of the Area Median Income (AMI) for its county and size of household based on the most recently published data by the Department of Housing and Urban Development.
4. Funds can be used for facility upgrades, building maintenance, transportation, construction, and training for young adults who have aged out of the foster care system.

2.2. Compliance Requirements

The Subrecipient must attest to the following:

- Transitional Living Provider(s) must provide safe, sanitary, and well-maintained housing units that meet zoning requirements and fire codes.
- Facility construction, upgrades, and building maintenance can be completed with these funds and must be thoroughly documented in the proposal, including upgrades and building maintenance needed. If the applicant intends to construct or renovate affordable housing, the applicant must follow and abide by Coronavirus State and Local Fiscal Recovery Funds. For detailed information, please refer to the FAQ's Coronavirus State and Local Fiscal Recovery Funds located at: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>.
- At least one housing unit must be identified for a low-income former foster care youth or young adult. The Transitional Living Provider(s) will confirm foster care status with DCFS.
- Accept young adults who have Income at or below 185 percent of the Federal Poverty Guidelines (FPG) for the size of its household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or income at or below 40 percent of the Area Median Income (AMI) for its county and size of household based on the most recently published data by the Department of Housing and Urban Development.
- The cost of transportation can be included. However, it is the expectation of the Transitional Living Provider(s) to strategize a plan with the youth or young adult on how transportation will be provided to their educational program or employment.
- All housing residents approved through the organization's proposed project will be required to either be employed at least 80 hours a month, participate in job training at least 40 hours a month, or be a part-time student or a combination of activities to ensure the youth or young adult is prepared to enter the workforce.
- The Transitional Living Provider must provide housing residents a name and number of a "Resident Manager" who can respond to residential unit maintenance. Prior to any evictions or requests to evacuate the premises for a former foster youth or young adult, efforts must be made to elevate the concerns and approved by DCFS before such removal. Prior approval is not needed if the resident demonstrates unsafe behaviors to themselves or others within the residential complex.
- Transitional Living Provider(s) must have the youth or young adult sign a lease with clear expectations documented, including the cost of rent and apartment rules. All rental fees must be agreed upon between DCFS and the Transitional Living Provider, and no rent increases can occur prior to receiving DCFS approval.

2.3. Performance Requirements

1. The subrecipient is required to measure the extent to which youth and young adults are actively employed and or obtain an education.
 - Outcome: Youth and young adults will increase their employability skills and work ethics to strengthen economic stability.
 - Youth and young adults residing in the Transitional Living Program will be engaged in a full-time- educational or employment program or employed at least 80 hours a month for 90% of their residency duration to account for times the youth and young adults may have lost employment, be looking for employment, and/or are between employment opportunities.

2.4. Reporting Requirements

The Subrecipient shall submit quarterly performance reports and a final expenditure report to DHHS.

The report on performance must include the following measures:

- An unduplicated count of the number of former foster youth residing within the housing program. For the purposes of this RFA, “Unduplicated count” means that each individual is counted only once, even if they move out of the housing unit and back into the housing unit with a different lease.
- Demographics of the people who received housing include race, ethnicity, special needs, and pregnant and parenting.
- A comprehensive narrative describing the program’s innovative programming which enhanced the young adult’s self-sufficiency, including independent living skills, employment skills, education, social connections, concrete supports, transportation, promoting youth resiliency, and improving cognitive and social-emotional competencies.
- Description of the marketing techniques which promoted the program availability.
- Fiscal narrative summarizing expenditures and justifications for the spending.

2.5. Applicable Attachments

1. **Attachment A.** *End User Guidance: Shared File Link*
2. **Attachment B.** *Budget Narrative Example*

3. RFA PROCEDURE

This RFA seeks Applications to complete activities allowable under the funding source identified in 1.2, above. All Applications must conform to all instructions, conditions, and requirements included in this RFA. Applicants should carefully examine this RFA, as well as the requirements on the state or federal funds involved. Applications that DHHS determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be considered non-responsive and rejected without scoring.

3.1. RFA Point of Contact (“POC”)

DHHS Office of Procurement and Grants
PO Box 94926
Lincoln, NE 68508
DHHS.Grants@nebraska.gov

From the date the RFA is issued until the Intent to Subaward is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Subaward is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS. No member of the state government, employee of the state, or member of the Evaluation Committee is empowered to make binding statements regarding this RFA. The POC will issue any clarifications or opinions regarding this RFA in writing. Only the POC has the authority modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with or attempt to communicate or influence any Evaluator.

The following exceptions to these restrictions are permitted:

1. The electronic submission of the Application to the address designated in **Submission of Applications, Section 3.4;**
2. Contact made pursuant to pre-existing contracts, subawards, or obligations;
3. Contact required by the schedule of events, or an event scheduled later by the RFA POC; and
4. Contact required for negotiation and execution of the final subaward.

DHHS reserves the right to reject an Applicant’s application, withdraw an Intent to Subaward, or terminate a Subaward if DHHS determines there has been a violation of these procedures.

3.2. Schedule of Events

ACTIVITY		DATE/TIME
1.	Release RFA	January 30, 2023
2.	Last day to submit written questions	February 10, 2023
3.	State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	February 28, 2023
4.	Application Review Period Begins (Application due date)	March 14, 2023
5.	Evaluation Period	March 15, 2023, to April 5, 2023
6.	Post “Intent to Subaward” to Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	April 14, 2023
7.	Period of Performance Start*	May 1, 2023

**The Period of Performance start may occur before a Subaward is finalized, agreed to, and executed by the parties. Because this is just the period during which costs are allowable, it does not reflect that any agreement between DHHS and any successful Applicant has gone into effect or is binding in any way. No binding agreement has been made between DHHS and any Applicant until a Subaward is fully executed by both parties.*

3.3. Written Questions and Answers

Questions regarding information needed for an application, as well as the meaning or interpretation of any RFA provision, must be submitted in writing to POC via email and clearly marked “RFA Number 5553; Questions.” The POC is not obligated to respond to questions that are received late, as set forth in the Schedule of Events.

Applicants should present, as questions, any assumptions upon which the Application is or might be developed. Applications will be evaluated without consideration of any known or unknown assumptions of an Applicant. The Subaward will not incorporate any known or unknown assumptions of an Applicant.

Questions must be sent via e-mail to **DHHS.Grants@nebraska.gov**. DHHS recommends that Applicants submit questions using the following format:

RFA Section Reference	RFA Page Number	Question

Written answers will be posted at the DHHS Website per the Schedule of Events. Written answers will become part of this RFA.

3.4. Submission of Applications

DHHS is accepting either electronically submitted responses or hard copy, paper responses for this funding opportunity. **There is a limit of one application per agency.** Applicants must submit a complete Application, including all the parts required herein, in one of two ways:

1. Electronic Response:

Applicants submitting electronically can upload the response via ShareFile here:
ShareFile link

<https://nebraska.sharefile.com/r-rd142df3f28be41d7af2379c00a7adf56>

Applicants should reference **Attachment A: End User Guidance: Shared File Link** for more information regarding ShareFile.

The submission shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without Evaluation.

The applicant should clearly identify the uploaded response files. To assist in identification please use the following naming convention: **RFA5553 ABC Company**

If multiple files are submitted for one funding opportunity, add number of files to file names:
RFA5553 ABC Company File 1 of 2.

If multiple responses are received, DHHS will retain only the most recently submitted response. It is the applicant's responsibility to submit the response by the date and time indicated in the Schedule of Events. Electronic responses must be received by DHHS by the date and time of the due date per the Schedule of Events. No late responses will be accepted.

2. Physical Mailing Response:

Option 1. Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC's address listed above in **Point of Contact, Section 3.1**. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Option 2. Hand delivered responses or responses delivered by FedEx or UPS should be delivered to:
ATTN: Office of Procurement and Grants
DHHS - 3rd Floor Reception Desk
301 Centennial Mall South
Lincoln, NE 68509

The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Regardless of submission method, Applicants must use the forms supplied by DHHS in this RFA unless specifically otherwise indicated herein. All Applications must be received by the beginning of the Application Review Period, as stated in the **Schedule of Events, Section 3.2**.

3.5. Evaluation Committee

Applications are evaluated by members of an Evaluation Committee(s). The Evaluation Committee(s) will consist of individuals selected at the discretion of DHHS. All members of the Evaluation Committee will disclose to DHHS any potential conflicts of interest before evaluation. Members with a conflict will be removed from the Evaluation Committee before scoring.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this RFA may result in the rejection of this Application and further administrative actions.

3.6. Evaluation of Applications

All complete Applications that are responsive to the RFA will be evaluated. DHHS reserves the right to evaluate Applicants and award funds in a manner utilizing criteria selected at DHHS' discretion and in the best interest of meeting the objectives of the funding involved. The Evaluation will be conducted by the following method:

DHHS will initially evaluate all Applications to determine whether the Applicant is an eligible entity; whether the Application meets the minimum requirements of this RFA; and whether the Applicant poses risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding. DHHS will award to the top scoring Applicant or Applicants, as DHHS determines and as funding allows. DHHS will conduct a fair, impartial, and comprehensive evaluation of all Applications in accordance with the predetermined criteria based on the Application. The Applicant's responses to the Forms will be scored through a point method set forth below. DHHS will evaluate on the following categories with a maximum point potential for each:

1. **Applicant's Organizational Overview.** Applicants will receive high scores if they have a defined and clear organizational structure; organizational experience in federal grants; qualified and capable personnel with experience in federal grants or equivalent credentials or experience; or can otherwise demonstrate that they will be a reliable subrecipient who will use all awarded funds in a manner consistent with law and the requirements of this RFA. **(50 points)**
2. **Applicant's Work Plan.** Applicants will receive higher scores if their work plan responds to the Project Description and meets the goals or objectives of the federal funding and RFA, as well as evidencing the ability to meet expected outcomes, adhere to reporting deadlines or other deadlines, and complete any required evaluation activities. DHHS exercises sole discretion as to whether the Application adequately addresses the purposes and objectives of the federal funding DHHS has received. **(100 points)**
3. **Applicant's Budget.** Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, Applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. **(25 points)**

There are 175 total points available for Applications under this RFA.

DHHS may award to a single top Applicant, or may award to multiple top scoring Applicants, in its sole discretion. If all Applicants meet the minimum requirements and are meritorious, DHHS may also elect to award to all Applicants.

3.7. Late Applications

Applications received after the time and date of the Application opening will be considered late Applications. Late Applications will be rejected. All Applications must be electronically or physically received by the date and time of the Application Opening. The State is not responsible for Applications that are late or lost regardless of cause or fault. It is the Applicant's responsibility to ensure Applications are received timely.

3.8. Corrections

An Applicant may correct a mistake in an application prior to the time of opening by giving written notice to the POC of intent to withdraw the Application for modification, or to withdraw the Application completely. Changes in an Application after the Evaluation Period has begun are acceptable only if the change is made to correct a minor error. Whether an error is minor shall be determined by DHHS.

3.9. Grievance and Protest Procedures

All grievances must follow the DHHS Subaward Grievance/Protests Procedures, available on the DHHS website. Grievances must be filed timely.

3.10. DHHS Reservations of Authority During Application and Evaluation Process

After Evaluation of the Applications, or at any point in the RFA process, DHHS may take one or more of the following actions:

1. Amend the RFA;
2. Extend the time of or establish a new Application opening time (i.e., allowing additional time to submit Applications);
3. Waive deviations or errors in the RFA process and in Applications that are not material, do not compromise the RFA process or an application, and do not improve an Applicant's position;
4. Accept or reject a portion of or all of an Application;
5. Accept or reject all Applications;
6. Withdraw the RFA; or
7. Elect to reissue the RFA.

DHHS reserves the right to adjust the Applicant's budget with successful Applicants after the Intent to Subaward is issued. DHHS also reserves the right to adjust the Work Plan with Applicant to meet the requirements of the grant, Federal Funding Agency, law, or to meet DHHS programmatic needs. DHHS also reserve the right to apply additional conditions based on the successful Application and the result of a pre-award risk assessment. If a scoring method is used to rank applications to determine funding amounts, all adjustments shall have no bearing on rank

If DHHS rejects all Applications, it may enter either reissue an RFA with the same or different specifications and terms, or it may negotiate a single or multiple Subawards with individual Applicants or non-Applicants.

4. APPLICATION INSTRUCTIONS

4.1. Application Contents

A complete, responsive Application must contain the following completed documents:

1. Form 1 – Application Form and Cover Sheet;
2. Form 2 – Organization Overview;
3. Form 3 – Applicant's Work Plan; and
4. Form 4 – Applicant Budget

Applications that do not contain all of the required sections will be rejected. An editable Microsoft Word-formatted document of the Forms will be posted on the DHHS Website, which Applicants may fill in and submit.

4.2. Applicant's Organizational Overview

The Applicant's Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

1. **Organization Information.** Applicant's full legal name, including any other "doing business as" names, or any previous names the organization used. A UEI number shall be provided. A parent UEI number shall also be provided, if applicable.
2. **Summary of Federal Grants Experience.** A description of Applicant's previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.
3. **Summary of Programmatic Experience.** A description of Applicant's experience with the type of programming or work contained in the Project Description, or other relevant work.
4. Program Management and Organizational Experience

- Describe the organization's experience and past performance in providing transitional living housing, supportive services, ability and/or experience in providing education and employment planning with youth and young adults.
 - Provide a comprehensive and concise written overview of the organization, including qualifications, history, organizational mission, and goals. Describe any staff or other professionals working directly with the organization having sufficient and relevant experience, knowledge, and capability to implement and manage a Transitional Living environment.
 - Detail the organizational structure for the transitional living program, describing delineation of authority, roles, responsibilities, and supervision, allowing for communication and coordination between various community partners.
 - Provide a detailed plan on how the organization will ensure housing is considered low-income and how the organization will ensure the applicant will meet low-income guidelines.
 - Demonstrate organizational collaboration with other providers, or agencies, as well as knowledge of community partners and resources to promote education, employment attainment, and the overall well-being of the young adult.
 - Describe the framework to ensure proper oversight of federal funds and activities per this Request for Applications.
 - Provide a comprehensive plan on how the organization will continue the proposed programming and low-income housing after the subaward has ended.
 - Identify and describe how the organization effectively utilized any financial grants, community, or in kind support the organization has received in the past five years.
 - Describe any limitations and barriers the organization foresees in implementing the proposed program and how the organization can overcome these limitations and barriers.
 - Describe any limitations and barriers to maintaining sustainability.
 - Describe other revenue sources that may help support the proposed project.
5. **Personnel and Management.** Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.
 6. **Agreements Terminated or Costs Disallowed.** Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
 - Were terminated for cause; or
 - Where Specific Conditions were placed on Applicant (see 2 CFR § 200.208 or 45 CFR § 75.207).

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.

4.3. Applicant's Work Plan

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

Program Design and Service Provision

- Clear description of overall program design including location and description of the campus setting.
- Detailed information on how program design was considered and developed in a manner that is appropriate for youth and young adults.
- Detailed information on what necessary essentials and supplies will be provided to the youth and young adults.
- Explain how the program will be made accessible to youth and young adults specific to the organization's marketing tools to ensure former foster care young adults are aware of the program.

- Provide a comprehensive and concise overview of the application and selection process for youth and young adults for the proposed program.
- Define the process and methodology when determining if a youth and young adult meets low-income definition.
- Include a detailed description of innovative programming developed to enhance the youth and young adult's self-sufficiency, social connections, concrete supports, transportation, resiliency, and improving cognitive and social-emotional competencies.
- Include a detailed description of innovative programming developed to address life skills building, such as budgeting, consumer education, use of credit, housekeeping, food preparation, and parenting skills.
- Explain how the program's activities and supports will enhance youth and young adult's educational attainment such as GED preparation, post-secondary training, and/or vocational education.
- Explain how the program's activities and supports will enhance youth and young adult's employment skills and attainment through career counseling and job placement.
- Provide detailed supporting documentation and description of the applicant's experience in providing appropriate planning and the implementation to monitor youth and young adults' education attainment and employment.
- Provide detailed information if educational or employment opportunities will be available to youth and young adults within the program's campus setting.
- Explain how the program's activities and supports will address youth and young adult's physical health, mental health, and substance abuse issues.
- Explain any linkages to other services or agencies that will support program implementation and service delivery, including physical health, mental health, and substance abuse issues.
- Describe how the program involves the youth and young adults in developing the youth and young adults plans and goals towards their own futures.
- Describe how the program collaborates with the youth and young adults in planning and developing the program and the organization's plan for each of the youth and young adult's active involvement in the program as well as the larger community.
- Describe how the organization plans to serve young adults including but not limited to young adults of color, individuals identifying as lesbian, gay, bi-sexual, transgender, or queer/questioning (LGBTQ+) young adults, pregnant and parenting youth, and victims of trafficking and exploitation.
- Include detailed information and/or plans to provide transportation assistance for youth and young adults to supports, services, and programs which are held outside of the program's campus setting.
- Explain any established program activities focused on aftercare services for youth and young adults.

Administrative and Service Environment

- Provide a clear description of the proposed transitional living facilities, including a description of apartments, and other facility amenities.
- Describe how the organization will ensure safety within the Transitional Living setting.
- Provide documented evidence/references or letters of local community support and acceptance of the Applicant's program.
- Provide documentation that the facility meets all relevant zoning licenses, and fire and safety codes.

4.4. Applicant's Budget

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced.

Applicants should not rely on budget changes or modifications in submitting their proposed budget, but should be able to perform the program activities consistent with their budget.

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget:

1. A current federally approved indirect cost rate agreement;
2. A currently approved indirect cost rate agreement with DHHS; or
3. A calculation of *de minimis* indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating *de minimis* indirect costs, upon request.

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.

Budget and Budget Justification

- The applicant must include an accurate and detailed budget and budget justification tailored to the work plan noting line-item expenses with specific detail for understanding per-item costs.
- The applicant must explain if real property is leased or owned.
- Applicant accurately reflects allowable costs of completing work.
- Applicant's budget utilizes allowable direct and indirect costs.

5. TERMS

Applicants must be aware of the following terms when submitting their applications. These terms will be included in the resulting Subaward between the parties, as well.

5.1. Addenda

The following Addenda will be incorporated into any Subaward with a selected Applicant. They are available online at the DHHS Website:

- Addendum A - DHHS Standard Terms – Subawards
- Addendum B - DHHS Insurance Requirements – Subawards
- Addendum C - DHHS Business Associate Agreement Provisions

DHHS reserves the right to amend these terms at any time during the RFA; to negotiate the terms with selected Applicants; to amend or change these terms for any subsequent Subaward signed and executed by the parties; or any combination of the above. Terms required by federal, or state law will not be negotiated, and if an Applicant cannot agree to these terms, DHHS may withdraw or modify the Intent to Subaward and take any of the actions set forth herein.

5.2. Budget Changes

The final Subaward may contain terms to allow a Subrecipient to modify a budget, with or without approval from DHHS. Applicants should not, however, rely on this when submitting budgets.

5.3. Direct Costs

Under this Subaward, DHHS shall only pay for actual and allowable costs (as defined in this section) incurred during the Period of Performance.

To be allowable, all costs must be:

- Necessary for the performance of the Subaward activities;
- Reasonable, as provided in 2 CFR § 200.404 or 45 CFR § 75.404;
- Allocable to the federal award, as provided in 2 CFR § 200.405 or 45 CFR § 75.405;
- Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E or 45 CFR § 75 Subpart E; and
- Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs must be finalized and spent by the appropriate dates set forth in the Subaward.

Federal Funding Agencies may have additional requirements and stipulations regarding allowable costs under that particular funding.

Applicants should be aware that direct personnel costs must be consistent with 45 CFR § 75.430 or 2 CFR § 200.430, as applicable. These costs must be able to be backed by sufficient documentation or must be shown to be allocable to the award via an alternative, allowable method, such as a random moment time study.

5.4. Indirect Costs

Federal law defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.” 2 CFR § 200.1 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHSGG, as applicable.

As provided in 2 CFR § 200.414 and 45 CFR § 75.414, indirect costs may only be paid from a federal grant if paid through a federally approved rate or a rate negotiated between DHHS and the Applicant. If the Applicant has never had a federally approved indirect rate, it may charge indirect costs as consistent with the federal rules for *de minimis* indirect costs.

Cost Allocation plans may set forth a direct allocation of all costs under a subaward or may allocate only a portion of those costs along with an indirect rate. Subrecipients may not, however, charge items as direct costs and also as indirect costs.

5.5. Program Income

Any revenue generated by the Subaward is Program Income (see definition in 2 CFR § 200.1 or 45 CFR § 75.2). Program Income requires an accounting of its use and must be handled in accordance with 2 CFR § 200.307 or 45 CFR § 75.307. As per the Notice of Award for the federal funds involved in this RFA or from other regulation, all program income generated by the Subawards awarded as a result of this RFA must be handled under the deduction method, please see the regulations cited above for more detail.

6. GLOSSARY OF TERMS

All terms shall have the meaning as set forth in 2 CFR §§ 200 et seq. or 45 CFR §§ 75 et seq. unless otherwise specifically set forth herein.

Agent/Representative: A person authorized to act on behalf of another.

Amend: To alter or change by adding, subtracting, or substituting.

Amendment: A written correction or alteration to a document.

Applicant: Non-Federal Entity that has applied for funding under this RFA.

Application: The written proposal submitted by the Applicant applying for funding under this RFA, which is composed of Forms 1 through 5.

Application Due Date: The date the RFA must be submitted to DHHS, and if not submitted by that time, rejected.

Campus: Grounds which resembles a Campus.

DHHS Website: www.dhhs.ne.gov.

Evaluation: The process of examining an Applicant after opening to determine the Applicant's responsibility, responsiveness to requirements, and to ascertain other characteristics of the Application that relate to determination of the successful award.

Evaluation Committee: Committee(s) appointed by DHHS that advises and assists DHHS in the evaluation of Applications.

Evaluator: An individual on the Evaluation Committee who advises and assists in the evaluation of Applications.

HHS Grants Guidance ("HHS GG"): The regulations codified at 45 CFR §§ 75 et seq., a re-codified version of the UGG, which provide the general administrative requirements for grant funding flowing down from the federal Department of Health and Human Services. See also Uniform Grant Guidance.

Intent to Subaward: A document noting the results of the RFA evaluation process and identified any identified Applicant(s) with whom DHHS intends to award federal funds, but not a binding agreement with any promise to award.

Low Income: Income at or below 185 percent of the Federal Poverty Guidelines (FPG) for the size of its household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or income at or below 40 percent of the Area Median Income (AMI) for its county and size of household based on the most recently published data by the Department of Housing and Urban Development.

Mandatory/Must: Required, compulsory, or obligatory.

May: Discretionary, permitted; used to express possibility.

Must: See Mandatory/Must and Shall/Will/Must.

Non-Responsive: When an application does not meet the minimum requirements of this RFA.

Point of Contact (“POC”): The person designated to receive communications and to communicate.

Request for Applications (“RFA”): Written solicitation of competitive applications for federal grant funding.

Shall/Will/Must: An order/command; mandatory.

Should: Expected; suggested, but not necessarily mandatory.

Subaward: In addition to the definition in 2 CFR § 200.1 and 45 CFR § 75.2, Subaward means the Grant Agreement executed, pursuant to the terms of the RFA, with the Non-Federal Entity.

Subrecipient: In addition to the definition in 2 CFR § 200.1 and 45 CFR § 75.2, Subrecipient means the Non-Federal Entity that has executed a Subaward with DHHS.

Uniform Grants Guidance (“UGG”): The regulations codified at 2 CFR §§ 200 et seq., which provide the general administrative requirements for grant funding flowing down from the federal government. See also HHS Grants Guidance.

Will: See Shall/Will/Must.

FORM 1 – APPLICATION COVER SHEET

Instructions: This form must be signed and returned, along with the application materials, before the Application Due Date, to the POC or designated email address, as applicable.

RFA #	RELEASE DATE
5553	January 30, 2023
APPLICATION DUE DATE	POINT OF CONTACT
MARCH 14, 2023	DHHS.Grants@nebraska.gov

CERTIFICATION AND GUARANTEE OF COMPLIANCE

By signing this Application Cover Sheet, the Applicant guarantees compliance with the provisions stated in this Request for Application and certifies that all information contained in this Application is accurate. This Application is submitted pursuant to the terms of the RFA, and if the Applicant is awarded funding, it will be incorporated into the Subaward between the parties. I understand that if anything in this Application conflicts with the RFA or with the subsequent Subaward, the Subaward and RFA shall govern as set forth in the Subaward.

ORGANIZATION*:

ORGANIZATION UEI NUMBER: _____ PARENT UEI (IF APPLICABLE): _____

COMPLETE ADDRESS: _____

CONGRESSIONAL DISTRICT: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

____ I CERTIFY THAT THIS ORGANIZATION IS AN "ELIGIBLE ORGANIZATION" AS DEFINED BY THIS RFA.

____ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.

SIGNATURE: _____

TYPED NAME & TITLE OF SIGNER: _____

**Name must match UEI Number.*

FORM 2 – APPLICANT’S ORGANIZATION

The Applicant’s Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

Organization Information. Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A UEI number shall be provided. A parent UEI number shall also be provided, if applicable.

Summary of Federal Grants Experience. A description of Applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.

Summary of Programmatic Experience. A description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.

Program Management and Organizational Experience

Describe the organization’s experience and past performance in providing transitional living housing, supportive services, ability and/or experience in providing education and employment planning with youth and young adults.

Provide a comprehensive and concise written overview of the organization, including qualifications, history, organizational mission, and goals. Describe any staff or other professionals working directly with the organization having sufficient and relevant experience, knowledge, and capability to implement and manage a Transitional Living environment.

Detail the organizational structure for the transitional living program, describing delineation of authority, roles, responsibilities, and supervision, allowing for communication and coordination between various community partners.

Provide a detailed plan on how the organization will ensure housing is considered low-income and how the organization will ensure the applicant will meet low-income guidelines.

Demonstrate organizational collaboration with other providers, or agencies, as well as knowledge of community partners and resources to promote education, employment attainment, and the overall well-being of the young adult.

Describe the framework to ensure proper oversight of federal funds and activities per this Request for Applications.

Provide a comprehensive plan on how the organization will continue the proposed programming and low-income housing after the subaward has ended.

Identify and describe how the organization effectively utilized any financial grants, community, or in kind support the organization has received in the past five years.

Describe any limitations and barriers the organization foresees in implementing the proposed program and how the organization can overcome these limitations and barriers.

Describe any limitations and barriers to maintaining sustainability.

Describe other revenue sources that may help support the proposed project.

Personnel and Management. Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.

Agreements Terminated or Costs Disallowed. Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:

- Were terminated for cause; or
- Where Specific Conditions were placed on Applicant (see 2 CFR § 200.208 or 45 CFR § 75.207).

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA

FORM 3 – APPLICANT’S WORK PLAN

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities

Program Design and Service Provision

Clear description of overall program design including location and description of the campus setting.

Detailed information on how program design was considered and developed in a manner that is appropriate for youth and young adults.

Detailed information on what necessary essentials and supplies will be provided to the youth and young adults.

Explain how the program will be made accessible to youth and young adults specific to the organization’s marketing tools to ensure former foster care young adults are aware of the program.

Provide a comprehensive and concise overview of the application and selection process for youth and young adults for the proposed program.

Define the process and methodology when determining if a youth and young adult meets low-income definition.

Include a detailed description of innovative programming developed to enhance the youth and young adult’s self-sufficiency, social connections, concrete supports, transportation, resiliency, and improving cognitive and social-emotional competencies.

Include a detailed description of innovative programming developed to address life skills building, such as budgeting, consumer education, use of credit, housekeeping, food preparation, and parenting skills.

Explain how the program's activities and supports will enhance youth and young adult's educational attainment such as GED preparation, post-secondary training, and/or vocational education.

Explain how the program's activities and supports will enhance youth and young adult's employment skills and attainment through career counseling and job placement.

Provide detailed supporting documentation and description of the applicant's experience in providing appropriate planning and the implementation to monitor youth and young adults' education attainment and employment.

Provide detailed information if educational or employment opportunities will be available to youth and young adults within the program's campus setting.

Explain how the program's activities and supports will address youth and young adult's physical health, mental health, and substance abuse issues.

Explain any linkages to other services or agencies that will support program implementation and service delivery, including physical health, mental health, and substance abuse issues.

Describe how the program involves the youth and young adults in developing the youth and young adults plans and goals towards their own futures.

Describe how the program collaborates with the youth and young adults in planning and developing the program and the organization's plan for each of the youth and young adult's active involvement in the program as well as the larger community.

Describe how the organization plans to serve young adults including but not limited to young adults of color, individuals identifying as lesbian, gay, bi-sexual, transgender, or queer/questioning (LGBTQ+) young adults, pregnant and parenting youth, and victims of trafficking and exploitation.

Include detailed information and/or plans to provide transportation assistance for youth and young adults to supports, services, and programs which are held outside of the program's campus setting.

Explain any established program activities focused on aftercare services for youth and young adults

Administrative and Service Environment

Provide a clear description of the proposed transitional living facilities, including a description of apartments, and other facility amenities.

Describe how the organization will ensure safety within the Transitional Living setting.

Provide documented evidence/references or letters of local community support and acceptance of the Applicant's program.

Provide documentation that the facility meets all relevant zoning licenses, and fire and safety codes.

FORM 4 – APPLICANT’S BUDGET

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms, and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget but should be able to perform the program activities consistent with their budget.

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget:

4. A current federally approved indirect cost rate agreement
5. A currently approved indirect cost rate agreement with DHHS; or
6. A calculation of *de minimis* indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating *de minimis* indirect costs, upon request.

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.

Budget and Budget Justification

- The applicant must include an accurate and detailed budget and budget justification tailored to the work plan noting line-item expenses with specific detail for understanding per-item costs.
- The applicant must explain if real property is leased or owned.
- Applicant accurately reflects allowable costs of completing work.
- Applicant’s budget utilizes allowable direct and indirect costs.

SUMMARY BUDGET

Organization Name

Project Title

Project Duration

		Requested Federal Funds	Requested State General Funds	Total Project Budget
A	Personnel	0.00	0.00	0.00
B	Fringe Benefits	0.00	0.00	0.00
C	Travel	0.00	0.00	0.00
D	Equipment	0.00	0.00	0.00
E	Supplies	0.00	0.00	0.00
F	Consultants/Contracts	0.00	0.00	0.00
G	Other Direct Costs	0.00	0.00	0.00
H	Total Direct Costs	0.00	0.00	0.00
I	Total Indirect Costs	0.00	0.00	0.00
J	Total (Sum I-J)	0.00	0.00	0.00

DETAILED LINE-ITEM BUDGET

Organization's Name

Project Title

Project Duration

	Unit Cost				Requeste d Federal Funds	Unit Cost				Requeste d State General Funds	Progra m Total
	Unit	Numbe r	Amount	Rate		Unit	Numbe r	Amount	Rate		
A Personnel		# months or years	salary (month or year)	% effor t			# months or years	salary (month or year)	% effor t		
A.1.1 Project Manager					0.00					0.00	0.00
A.1.2 (description)					0.00					0.00	0.00
A.1.3 (description)					0.00					0.00	0.00
A.1.4 (description)					0.00					0.00	0.00
A.1.5 (description)					0.00					0.00	0.00
A.1.6 (description)					0.00					0.00	0.00
A.1.7 (description)					0.00					0.00	0.00
A.1.8 (description)					0.00					0.00	0.00
Subtotal Personnel					0.00					0.00	0.00
B Fringe Benefits											
B.1 Personnel Fringe Benefits											0.00
Subtotal Fringe Benefits					0.00					0.00	0.00
C Travel		# people	# days	Cost			# people	# days	Cost		
C.1.1 Lodging					0.00					0.00	0.00
C.1.2 Meals					0.00					0.00	0.00
C.1.3 Commercial Transportation					0.00					0.00	0.00
C.1.4 Agency Owned Transportation					0.00					0.00	0.00
C.1.5 Personal Vehicle Mileage					0.00					0.00	0.00
C.1.6 Miscellaneous Travel Expenses					0.00					0.00	0.00
Subtotal Travel					0.00					0.00	0.00
D Equipment (> \$5,000 per unit)		# units	unit cost				# units	unit cost			
D.1 (description, e.g. generators)					0.00					0.00	0.00
Subtotal Equipment					0.00					0.00	0.00
E Supplies (< \$5,000 per unit)		# units	unit cost				# units	unit cost			
E.1 (description)					0.00					0.00	0.00
E.2 (description)					0.00					0.00	0.00
E.3 (description)					0.00					0.00	0.00

E.4	(description)					0.00					0.00	0.00	
E.5	(description)					0.00					0.00	0.00	
E.6	(description)					0.00					0.00	0.00	
E.7	(description)					0.00					0.00	0.00	
E.8	(description)					0.00					0.00	0.00	
E.9	(description)					0.00					0.00	0.00	
Subtotal Supplies						0.00					0.00	0.00	
F	Consultants/Contracts												
F.1	Consultants	# Hours	unit cost				# Hours	unit cost					
F.1.1	Consultant (Name)*					0.00					0.00	0.00	
F.1.2	Consultant (Name)*					0.00					0.00	0.00	
F.1.3	Consultant (Name)*					0.00					0.00	0.00	
F.2	Contracts												
F.2.1	Contractor					0.00					0.00	0.00	
F.2.2	Contractor					0.00					0.00	0.00	
F.2.3	Contractor					0.00					0.00	0.00	
Subtotal Contractual						0.00					0.00	0.00	
G	Other Direct Costs												
G.1	Specify, itemize (e.g. Program Audit)					0.00					0.00	0.00	
G.2	(e.g. Training: venue and catering)					0.00					0.00	0.00	
G.3	(description)					0.00					0.00	0.00	
G.4	(description)					0.00					0.00	0.00	
G.5	(description)					0.00					0.00	0.00	
Subtotal Other Direct Costs						0.00					0.00	0.00	
H	Total Direct Costs						0.00					0.00	0.00
I	Total Indirect Costs (NICRA %, Final, Pre-determined, Provisional and Basis or 10% De Minimis based on MTDC)					0.00						0.00	
J	Total Project Cost (must match award amount)					0.00					0.00	0.00	

De Minimis Rate Calculator

Subaward Amount	\$ -
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Modified Total Direct Costs (MTDC)

	\$
Direct Salaries and Wages	-
Applicable Fringe Benefits	\$ -
Materials and Supplies	\$ -
Services	\$ -
Travel	\$ -
Subaward 1 (up to \$25,000)	\$ -
Subaward 2 (up to \$25,000)	\$ -
Subaward 3 (up to \$25,000)	\$ -
Subaward 4 (up to \$25,000)	\$ -
Total MTDC	\$ -

Initial De Minimis Rate/Amount	10%	\$ -
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Subaward Amount	\$ -
Budgeted Amount with De Minimis	\$ -
Amount under(over) subaward	\$ -

Initial De Minimis Rate	\$ -
Amount over subaward	\$ -
Final De Minimis Rate	\$ -

Fillable Area

Can change (must be equal to or less than 10%)

Error - go back and adjust